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29 MAY 1974

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD
THE INTELLIGENCE RESOURCES ADVISORY
COMMITTEE

SUBJECT: The KIQ-KEP Program for FY 1975

1. I have recently reviewed the Baseline Reports for the KIQ pilot program evaluation initiated earlier this year. These Reports contain the definition of information deficiencies along with the expectations of program managers to collect or produce against these intelligence gaps; performance reports on these KIQs are not due until the end of September, 1974. USIB will be briefed on the pilot program to date at an early time. I believe we have learned a good deal from this first part of the initial effort which will permit us to clarify the instructions and to make significant improvements in the FY 75 Baseline Reports.

2. While the pilot program for evaluating a few of the FY 1974 KIQs will not be completed until the fall, we need to preserve the momentum already achieved and insure that our FY 75 KIQs reflect our substantive objectives for the new fiscal year. Accordingly I have asked the National Intelligence Officers to work with you in developing the KIQs for FY 75, bearing in mind my FY 75 objectives for the community as submitted to the President and our understanding of the most critical needs of our principal policy-making consumers. I have also asked that DIA's Critical Near-Term Defense Intelligence Objectives (CNTDIOs) be considered in this context as a basic input for military-related KIQs. Though the time is short, I should like to issue the FY 75 KIQs in July. (See Attachment 1.)

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3. As several NSCIC members have noted, we need to carefully limit the number of KIQs in order to focus clearly upon the current key questions. I hope to see no more than fifty questions, with each KIQ addressing a single subject. (Keep in mind that each KIQ is further reduced to five principal information deficiencies in the KEP process, each of which is a focal point for collection, production and performance evaluation.)

4. Reducing and focusing the number of questions is also essential if we are to carry out the simultaneous evaluation of all of the FY 75 KIQs. Attachment 2 is the FY 1975 KIQ-KEP schedule. The main point of the schedule is to provide the first full KIQ evaluation in CY 1975.

5. The NIO-drafted KIQs for 1975 will be submitted to the USIB for comment prior to being forwarded to the NSCIC and issued. An addendum to the KEP Guidance and Instruction for baseline reporting will be issued simultaneously with the FY 1975 KIQs so that the preparation of these baseline reports can begin immediately thereafter.

6. As noted previously, performance reports for the pilot program are due in September 1974 as planned. This will provide us with the experience required to refine the Performance Report instructions, if necessary, prior to tackling the full FY 75 KIQ performance evaluation in the spring of 1975.

7. It is essential that KEP participants follow the guidance and instructions carefully for preparing Performance Reports to assure that inputs are complete, standardized, that the data are internally consistent, and to avoid ambiguity. I realize that the determination of the resources expended in addressing KIQs will be difficult; however, I am sure we can obtain meaningful results if we are explicit in stating how we arrived at a given level of effort.

8. I am gratified and encouraged by the cooperation of the community in this new venture. I believe the importance of this effort is evident to all of us as a direct response to the President's charge to relate intelligence resources to intelligence substance and to improve both our product and the effectiveness of our resource allocation.

/s/ W. E. Colby

W. E. Colby

Attachments (2)

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ATTACHMENT 1

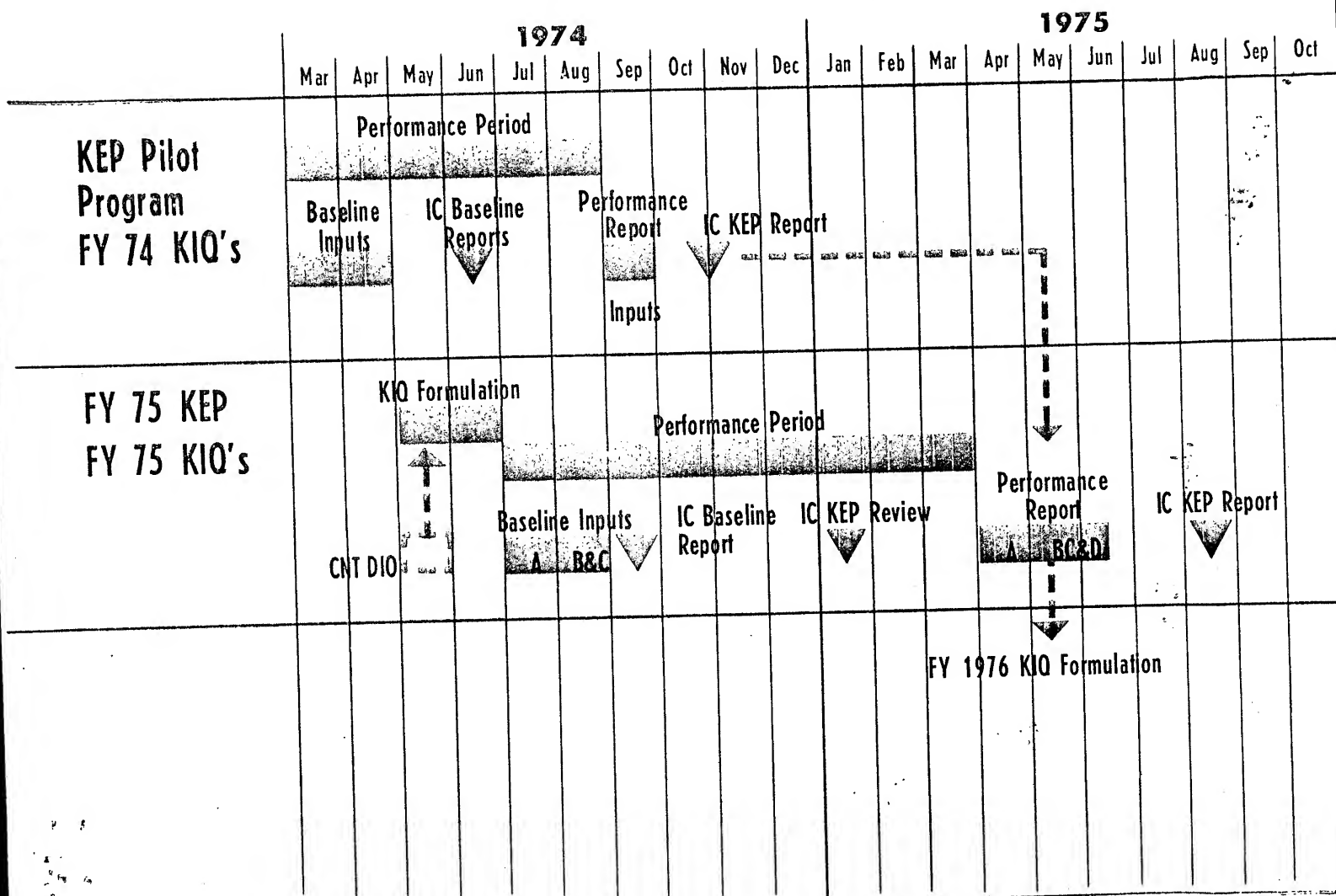
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FY 1975 KIQ SCHEDULE

JUN 14	KIQ DRAFTS FROM NIOs; TO USIB FOR COMMENT.
JUN 28	KIQ COMMENTS FROM USIB.
JUL 5	KIQs TO NSCIC MEMBERS FOR REVIEW.
JUL 19	KIQ COMMENTS FROM NSCIC MEMBERS.
JUL 24	DCI APPROVAL.
JUL 31	FY 1975 KIQs DISSEMINATED.

FY 1975 KIQ-KEP SCHEDULE


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MEMORANDUM FOR: ^{to EBC} The Director

Bill:

We need to get on your calendar [★] to update you on KIQ/KEP program and next steps for FY 1975. Recommend in the meantime you send the letter to Clements along.


D. C. Granam
D/DCI/IC

★ Scheduled for
10:30 on
Thursday,
10 May

10 May 1974
(DATE)

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D/Executive Secretary
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Remarks:

Ltr to Dep Sec Defense, Clements - thanking him for comments on the Key Intelligence Questions (KIQs).

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